

# UPSHUR COUNTY COMMISSION MEETING

## November 3, 2022

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, November 3, 2022 at 9:00 a.m. Kristie Tenney called the meeting to order. Present were: Kristie G. Tenney, Commission President; Samuel R. Nolte, Commissioner; Douglas K. Bush, Commissioner; Tabatha R. Perry, County Administrator; Cindy M. Hughes, Assistant County Administrator and Lois A. Marsh, Secretary.

The meeting began with a moment of silent meditation and prayer, followed by the Pledge of Allegiance. All motions passed unanimously unless otherwise stated.

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved the meeting minutes of October 27, 2022, as submitted.

Kristie Tenney reviewed scheduled appointments and agenda items.

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved and authorized the Commission President to sign a Land Use Agreement for the FEMA property located on Camp Road – Parcel Number 6-7E-64. This property will be utilized by Robert & Regina Crawford for the purpose of maintaining a garden. (copy included)

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved and authorized the Commission President to sign the esri renewal quote in the amount of \$4,450 for term period October 1, 2022 to September 30, 2023. Of this amount, \$1,200 is to be paid by the Assessor's Revaluation Fund. Tabatha Perry explained that this premium is the same as previous years. (copy included)

The Commission reviewed correspondence from Brian Cooper, WV DOT Division of Highways District Seven Manager, regarding the lease with the Division of Highways for the Tallmansville Radio Tower. The lease term is scheduled to expire on December 31, 2022. After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved and authorized the Commission President to sign to renew the referenced lease with the WV DOT Division of Highways for another five-year term. (copy included)

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved and authorized the Commission President to sign the Plan Maintenance Agreement with White's Clock and Carillon Northeast, Inc. in the amount of \$600.00, for the calendar year 2023. Tabatha Perry reported that this is a different company from previous years and was recommended by Greg Harris, Maintenance Director. (copy included)

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved the request from Sheriff Virgil D. Miller to hire Cameron A. Forte as full-time Deputy Sheriff, effective November 3, 2022. Deputy Forte was previously appointed for a provisional period of 90 days as permitted under WV Code §7-14-12.

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission reviewed and approved the revised Appointment Procedures within the Upshur County Employee Handbook of Personnel Guidelines, dated February 10, 2022. Tabatha Perry explained that the procedures for advertising for openings was changed from three times to two times due to the Record Delta publishing only twice per week. These were presented to the Policy Board on October 27, 2022. (copy included)

Tabatha Perry reported to the Commission that the final version of the revised Overtime/Compensatory Time Policy within the Upshur County Employee Handbook of Personnel Guidelines, dated February 10, 2022, was not ready for the Commission's approval. After discussion, on motion by Sam Nolte, seconded by Doug Bush, the revised Overtime/Compensatory Time Policy will be tabled until a later meeting.

Kristie Tenney reviewed the following "For Your Information" items: (copy included)

1. Upshur County Building & Floodplain Permits for the month of October, 2022.
2. Public Notices:
  - a) Newsletters and/or Event Notifications:
    - WV E-File available November 7, 2022
    - James W. Curry Library Calendar of Events for November, 2022
  - b) Agendas and/or Notice of Meetings:
    - City Council of Buckhannon November 3, 2022
    - Meeting Minutes:
      - Elkins Road Public Service District October 4, 2022
  - c) Meetings:
    - 11/01/22-5:00 p.m.-Elkins Road PSD
    - 11/03/22-3:00 p.m.-Adrian PSD
    - 11/03/22-6:00 p.m.-Upshur-Buckhannon Board of Health
    - 11/03/22-7:00 p.m.-Banks District VFD
    - 11/03/22-7:00 p.m.-City Council of Buckhannon

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- 11/03/22-7:00 p.m.-Selbyville VFD
- 11/08/22-12:00 p.m.-Upshur County Senior Center Board
- 11/08/22-4:00 p.m.-Hodgesville PSD
- 11/08/22-7:00 p.m.-Warren District VFD
- 11/08/22-7:30 p.m.-Adrian VFD
- 11/09/22-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 11/09/22-3:00 p.m.-Upshur County Convention and Visitors Bureau
- 11/09/22-3:00 p.m.-Tennerton PSD
- 11/09/22-6:00 p.m.-Buckhannon River Watershed Association
- 11/09/22-7:00 p.m.-Ellamore VFD
- 11/10/22-7:00 a.m.-Upshur County Development Authority-*Executive Board*
- 11/10/22-3:00 p.m.-Upshur County Safe Structures & Sites Enforcement Board
- 11/10/22-7:30 p.m.-Buckhannon VFD
- 11/13/22-6:00 p.m.-Washington District VFD
- 11/14/22-12:00 p.m.-Upshur County Family Resource Network
- 11/14/22-4:00 p.m.-Buckhannon-Upshur Airport Authority
- 11/14/22-4:30 p.m.-Upshur County Solid Waste Authority
- 11/14/22-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
- 11/14/22-6:00 p.m.-Lewis-Upshur Community Corrections Board-*Upshur County*
- 11/15/22-6:30 p.m.-Upshur County Fire Board, Inc.-*@Washington District VFD*
- 11/16/22-12:00 p.m.-Lewis-Upshur LEPC-*Lewis County*
- 11/16/22-4:00 p.m.-Upshur County Public Library Board
- 11/17/22-6:00 p.m.-Upshur County Farmland Protection Board
- 11/17/22-6:30 p.m.-Upshur County Youth Camp Board
- 11/18/22-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
- 11/22/22-3:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 11/23/22-7:00 p.m.-Upshur County Fire Fighters Association

### 3. Appointments Needed or Upcoming: (none)

*\*\*\*If you are interested in serving on an Upshur County Board, please submit your letter of interest to the Commission Office at 91 W. Main Street, Suite 101, Buckhannon, WV 26201 or [trperry@upshurcounty.org](mailto:trperry@upshurcounty.org). Upcoming term expirations are listed in this section of the agenda; however, letters of interest can be submitted at any time. Letters of interest for boards that do not currently have a vacancy will be held until a vacancy occurs. Please note that submitting a letter of interest does not guarantee appointment.\*\*\**

Tabled Items: (none)

The Commission approved all Invoices for Payment (list included).

The Commission approved all Vacation Orders (list included)

The Commission approved the following Settlements: (as listed)

- Maurice J. Bohman, Jr. – Final Settlement Waiver
- Donald L. Sheffield – Final Settlement Waiver

The Commission approved the following Certification of Completion of Ancillary Administration of WV Real Estate Without Appointment: (none)

The Commission approved the following Corrections, Exonerations and/or Refunds: (none)

The Commission approved Requests to Attend Meeting: (none)

The Commission approved the following Consolidation of Land Tracts: (none)

At 9:15 a.m., Becki Westfall, Dickens Christmas Faire Committee Member, appeared before the Commission to request to utilize the Courthouse Plaza property on December 3, 2022 from 1:00 p.m. to 8:00 p.m. for local groups and singers as part of the Dickens Christmas Faire. A certificate of liability insurance has been provided. After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved the use of the Courthouse Plaza property on December 3, 2022 from 1:00 p.m. to 8:00 p.m. for local groups and singers as part of the Dickens Christmas Faire. (copy included)

At 9:30 a.m., Jennifer Bostian, UCDA Executive Director, appeared before the Commission to discuss Corridor H Extension Project and request a letter of support from the Upshur County Commission. After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved signing a letter of support for the Corridor H Extension Project. Ms. Bostian will prepare a letter of support for the Commission's signature.

At 9:45 a.m., the Commission presented Jessica Grose a plaque in recognition of being named the 2023 West Virginia School Service Personnel of the year.

At 10:00 a.m., Nancy Ligus, Director of Workforce, Continuing Education, and Economic Development at Pierpont Community & Technical College, appeared before the Commission to discuss available workforce development programs including an EMT basic course. Also present were Bob Skinner, Dirk Burnside and Rebecca Bowers Call, Director of Fred Eberle Technical School. Ms. Call

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and Dr. Debra Harrison, Acting Superintendent of the Upshur County Board of Education, had contacted Workforce Development regarding an EMT class to be conducted at Fred Eberle Technical School. A 15-week EMT program will be conducted beginning on Wednesday evenings between 5:00 p.m. and 9:00 p.m. There will be availability for 10 students and will consist of 150 hours containing 60 in-person and 90 hybrid on-line sessions.

The Commission received project updates and reviewed Administrative business items.

With no further business, on motion by Sam Nolte, seconded by Doug Bush, the Commission meeting adjourned at 12:00 p.m.